



State of Utah

Department of Human Resource Management

CAREER SERVICE EXEMPT APPOINTMENTS

(Schedule AB, AD, AR, & AT Employees)

Pursuant to statute (UCA 67-19-15) and the Utah Department of Human Resource Management Rules, this notice hereby specifies that the following individual, _____, EIN # _____, herein referred to as the "employee", has been appointed into a career service exempt Schedule _____ position as a _____ (job title).

As such, the employee understands by accepting this appointment the following is applicable:

- A. Employees serve at the will of the appointing authority and may be released from this appointment at any time without explanation or for just cause.
- B. Any career service (merit) employee accepting an appointment to a career service exempt position, who is not retained by the appointing officer, unless discharged for cause, shall:
 1. be appointed to any career service position for which the employee qualifies in a pay grade (salary range) comparable to the employee's last position in the career service provided an opening exists; or
 2. be appointed to any lesser career service position for which the employee qualifies pending the opening of a position at the last career service salary range held.
- C. Additional Benefits provided to Career Service Exempt Schedule AB, AD, AR or AT Employees

A benefits eligible career service exempt employee on schedule AB, AD, AR or AT shall be provided the following benefits.

1. State Paid Term Life Insurance: If approved through underwriting, the employee is eligible to receive additional state-paid life insurance coverage provided through the Term Life Program- Public Employees Health Plan:
 - a. Salaries less than \$50,000, shall receive \$125,000 of term life insurance;
 - b. Salaries between \$50,000 and \$60,000 shall receive \$150,000 of term life insurance;
 - c. Salaries more than \$60,000 shall receive \$200,000 of term life insurance.
2. Severance: A benefits eligible career service exempt employee on schedule AB, AD, AR or AT who is separated from state service through and action initiated by management, to include resignation in lieu of termination, shall receive at the time of severance a benefit equal to:
 - a. One week of pay, up to a maximum of 12 weeks, for each year of consecutive exempt service; and
 - b. One month of health insurance coverage, up to a maximum of six months, for each year of consecutive exempt service, at the level of coverage the employee has at the time of severance, to be paid in a lump sum payment to the state's health care provider.

A severance benefit shall not be paid to an employee who is retiring from state service or who is discharged for cause.

- D. If an employee is separated from state service, annual leave, converted sick, and excess hours balances will be cashed out.
- E. An employee separating from state service may not receive compensation for accrued sick leave unless retiring.
 - a. An employee who is rehired within 12 months of separation to a position that receives sick leave benefits shall have previously accrued unused sick leave credit reinstated.
 - b. An employee who retires from state service and is rehired may not reinstate unused sick leave credit.

Employee Signature:_____

Date:_____

DTS HR Representative:_____

Date:_____